WS10 – Cross Connection Certification Amendment

MassDEP Bureau of Water Resources, Drinking Water

Overview

- This presentation is to assist in completing a **WS10- Cross Connection Certification Amendment.**
- Use this form to request modifications to your existing Cross Connection Certification.
- This certification consist of an approval to allow applicants to perform tests on backflow prevention devices or conduct cross connection surveys on drinking water lines. Legislative authority for this permit is stated in M.G.L. Chapter 111 s.160A. Regulatory authority for this permit is stated in 310 CMR 22.22 (13), Drinking Water Regulations.
- This presentation will take you screen by screen through the EEA ePLACE online permitting application process.

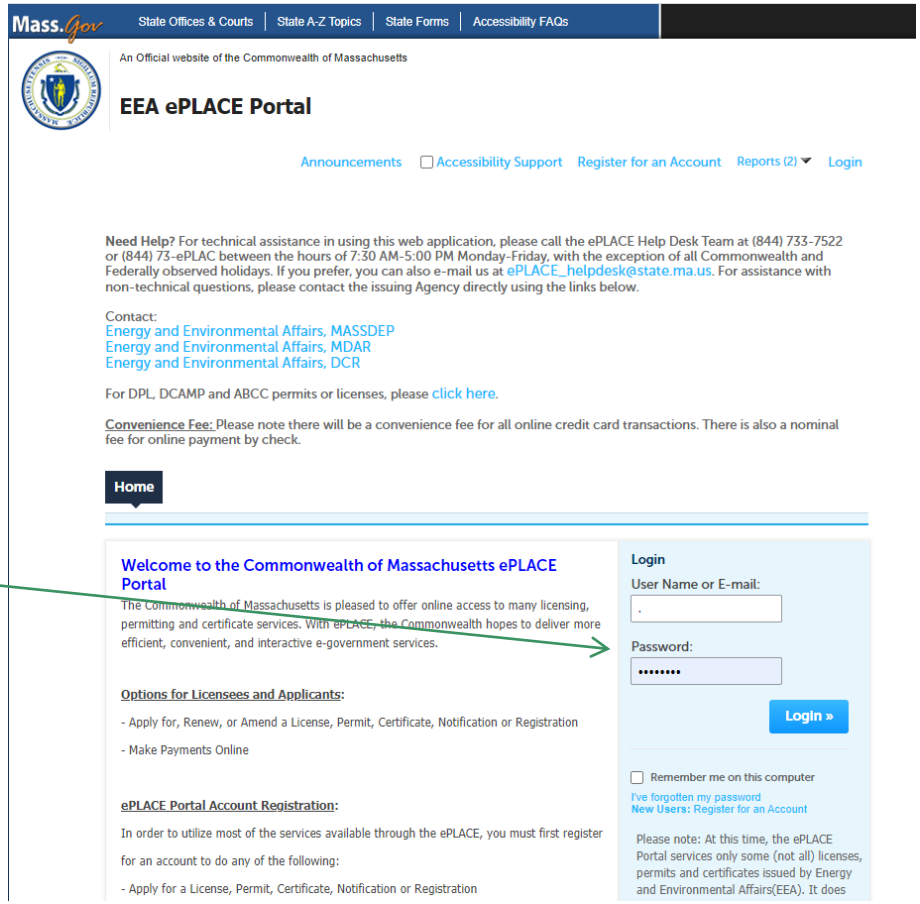
General Navigation

- Always Click Continue Application » to move to the next page.
- Do NOT use the Browser Back Button as this will take you out of the system
- Any field with a red asterisk (*)is required before you can move off the page.
- Click Save and resume later to save your work and resume at a later time
- Click on the tool tips where applicable to get more details
- We strongly suggest using Internet Explored as a preferred browser

How to Apply

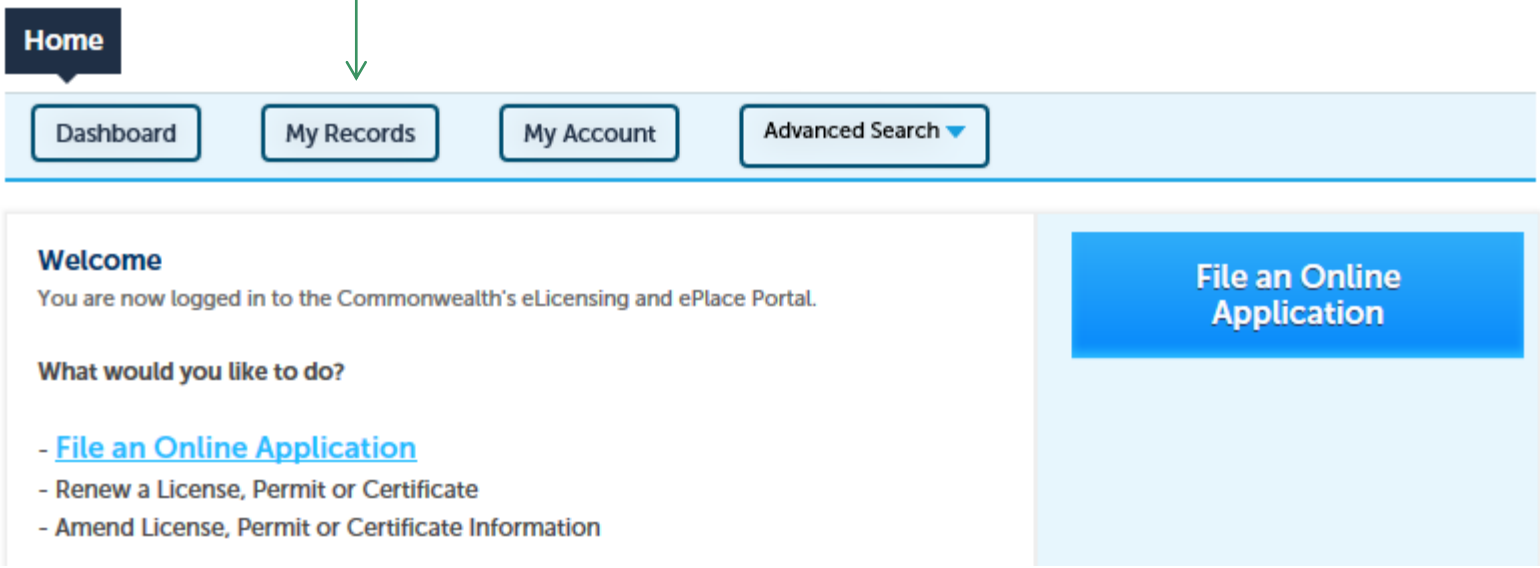
Log in to your account:

- Click or type this address on your browser: Mass.gov Licensing and Permitting Portal
- Log into your account in EEA ePlace using your username/password



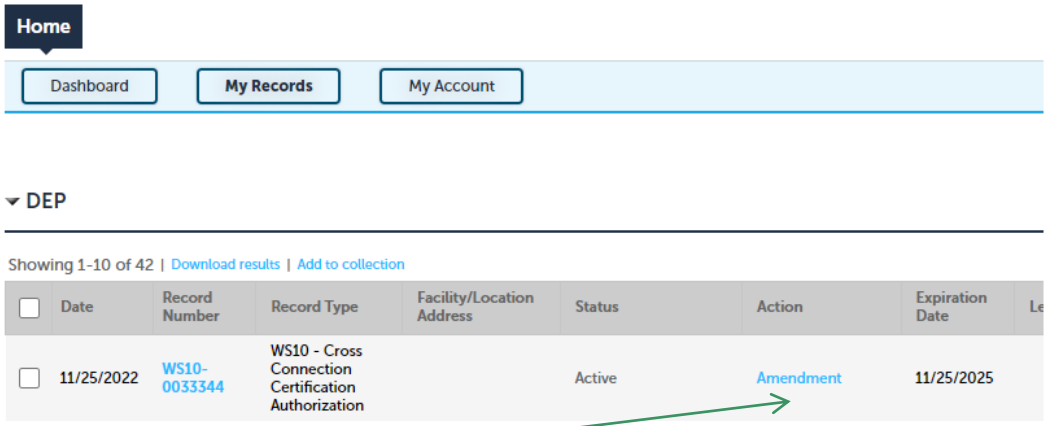
File an Online Amendment

- Click on “ My Records” tab to start



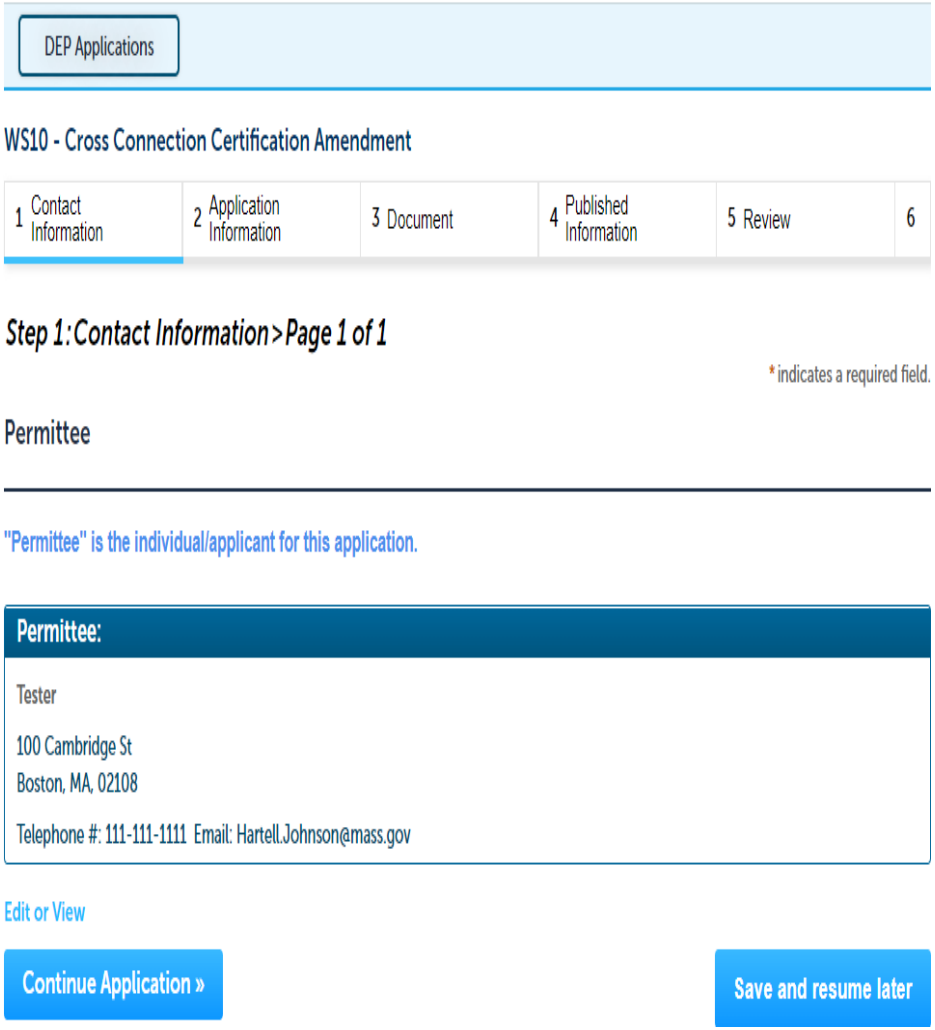
Access your record

- A list of your records will be displayed
- Locate the permit record you need to Amend/Modify
- Against the record, you will have the Amendment link under Actions
- Click on “Amendment” link to continue



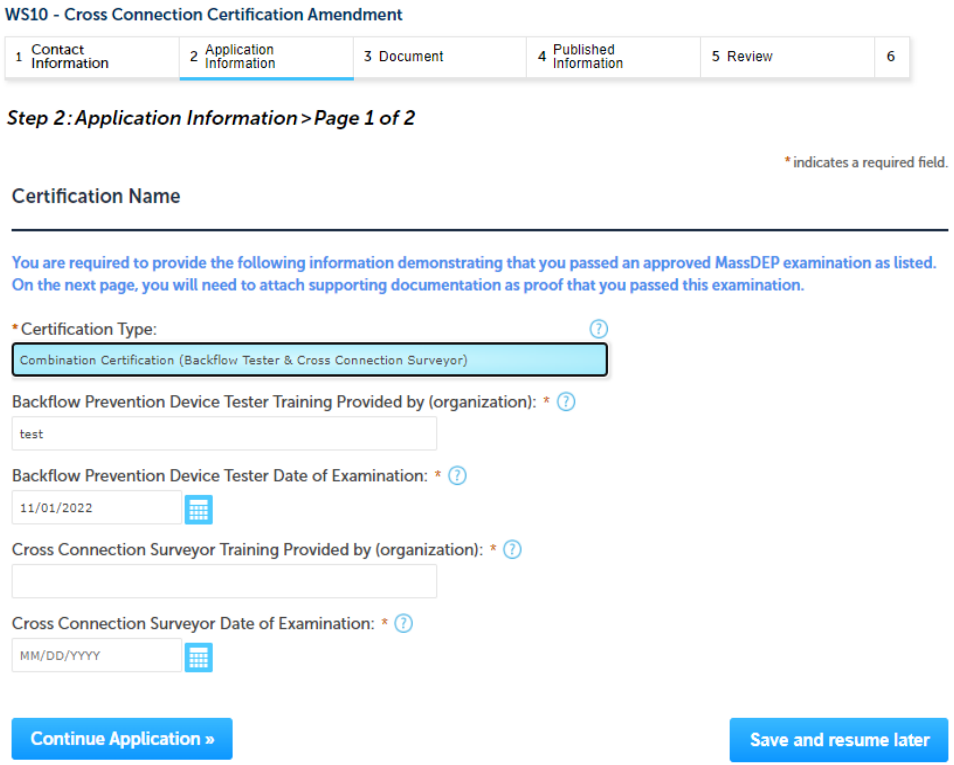
Step 1: Contact Information

- Applicant information will display in the Permittee section
- Click "Continue Application" to proceed



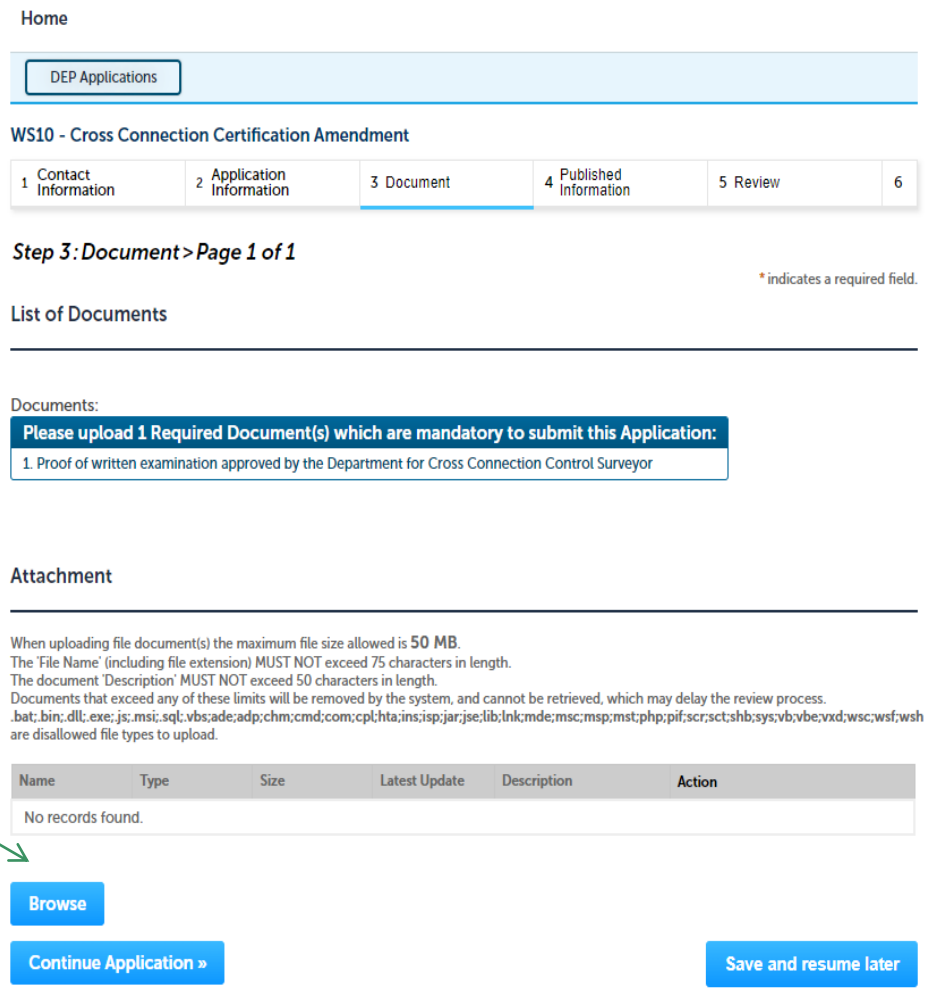
Step 2 : Application Information

- Amendment the type of certification you are applying for
- Update training organization and exam date
- Click on “Continue Application” to proceed



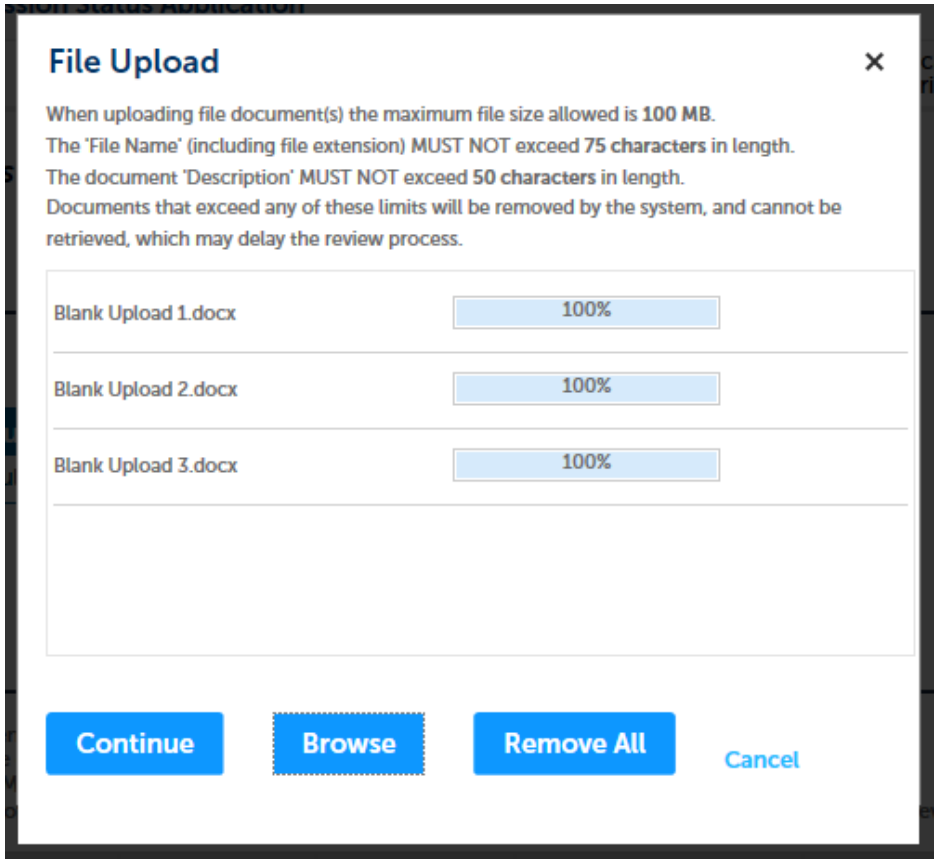
Step 3: Documents

- Upload all required documents for your application
  - The required documents will be listed in the table
- To begin attaching documents click "Browse"
- Please Note: Documents cannot be mailed to MassDEP agency, you must attach the electronic copy in this section.



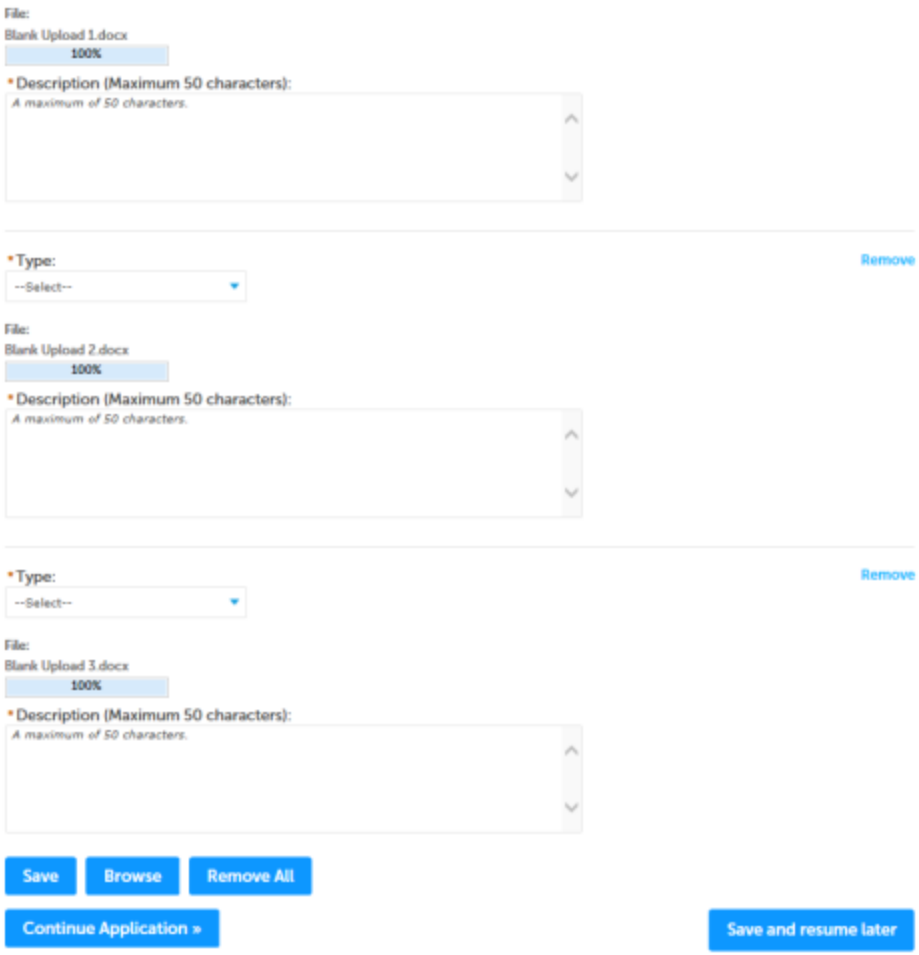
Step 3: Documents (Attaching)

- ❑ A “File Upload” window opens
- ❑ Click “Browse”
- ❑ Choose the file(s) you want to attach
- ❑ When all files reach 100%, click “Continue”



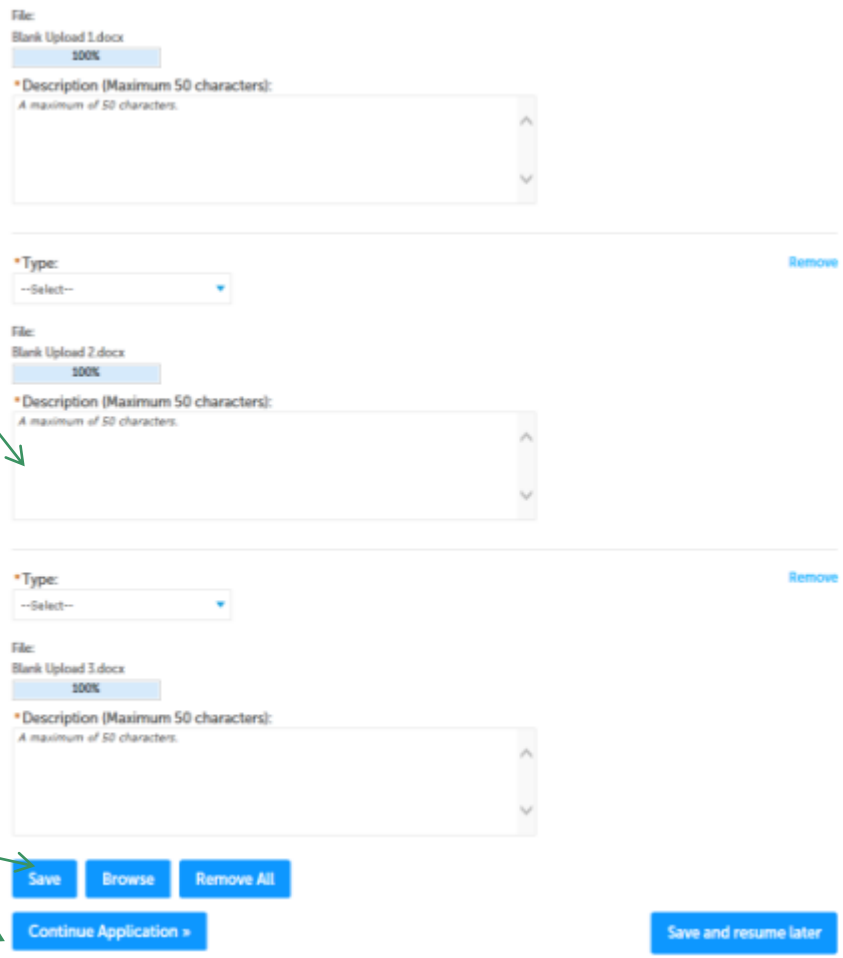
Step 3: Documents (Attaching)

- Select the document type
- Provide a description of each document that you uploaded
- Click “Browse” to add more documents
- When all documents are uploaded and described, click “Save”



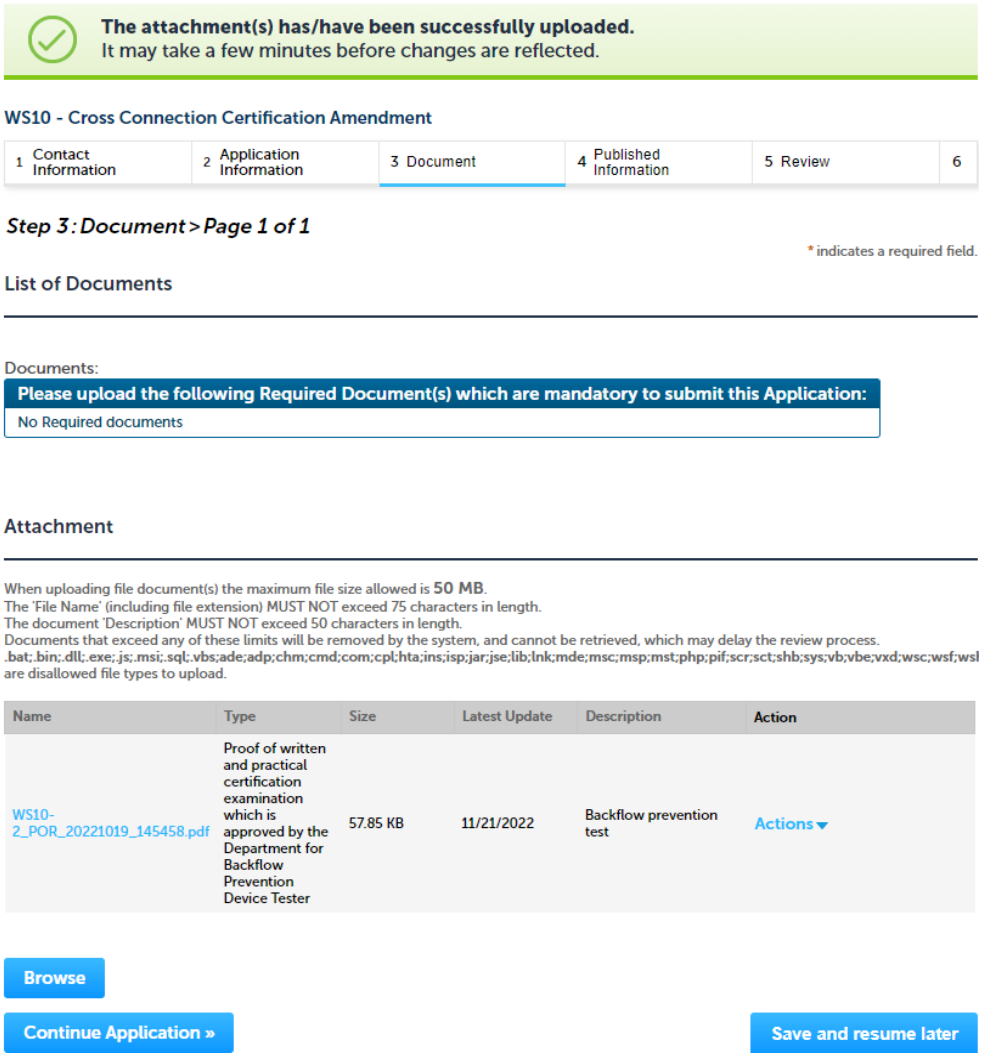
Step 3: Documents (Attaching)

- ❑ Select the document type
- ❑ Provide a description of each document that you uploaded
- ❑ Click “Browse” to add more documents
- ❑ When all documents are uploaded and described, click “Save”
- ❑ Click “Continue Application”



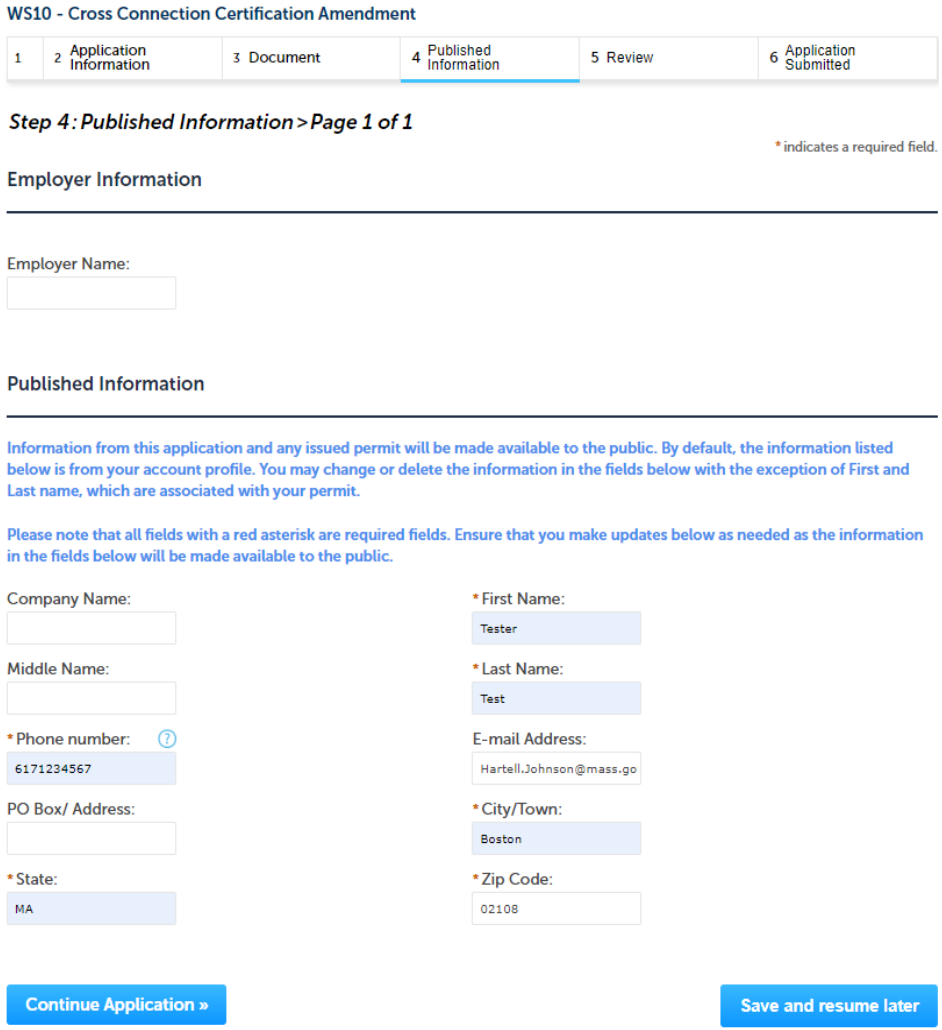
Step 3: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents
- ❑ Review the list of attached documents
- ❑ When ready, click "Continue Application" to proceed



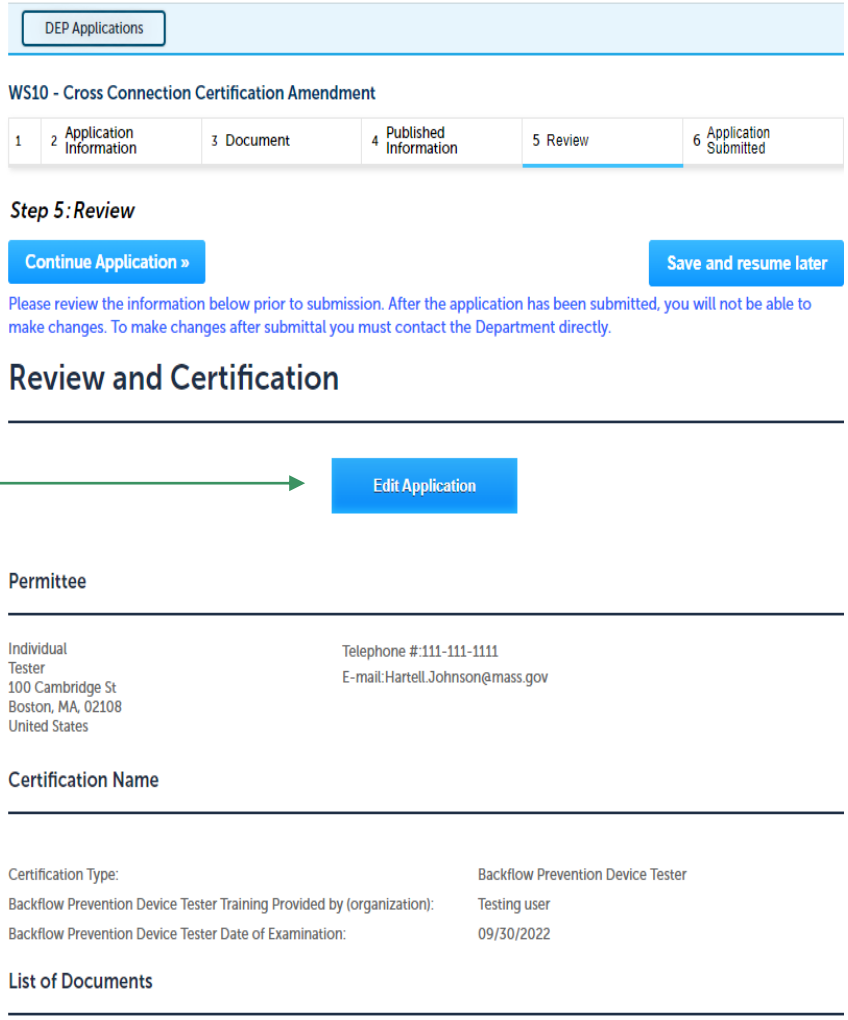
Step 4: Published Information

- Please read instructions for Published Information before proceeding
- Please review the information and modify accordingly
- Click "Continue Application" to proceed



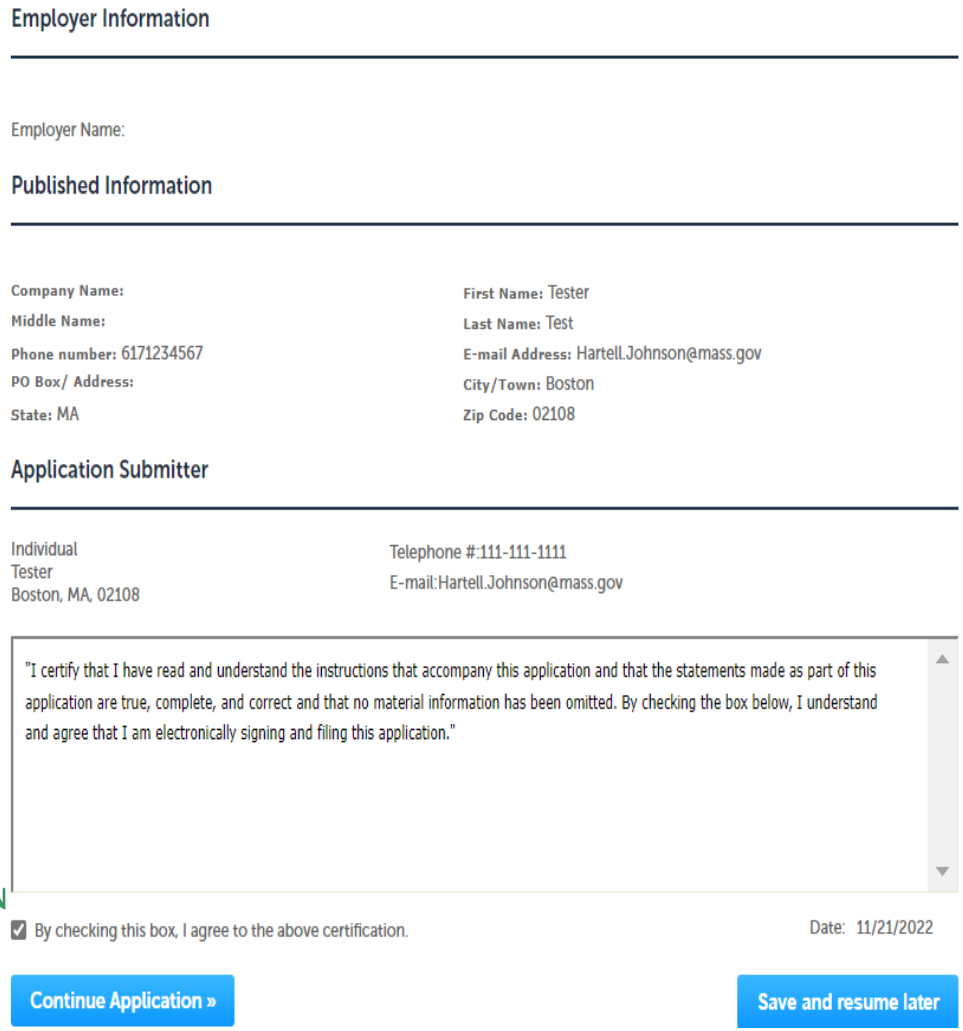
Step 5: Review

- The entire application is shown on a single page for your review
- If you note something you want to change, click “Edit Application”
- Otherwise, continue to the bottom of the page



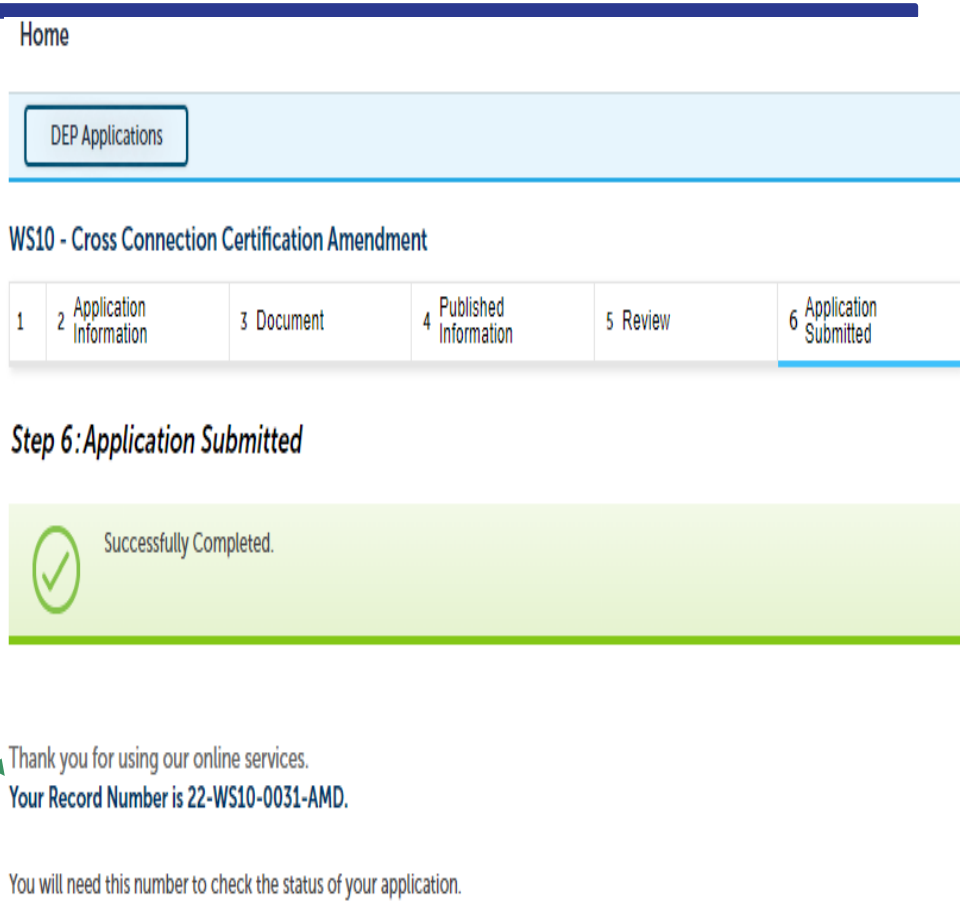
Step 5: Review continue

- ❑ Read the Certification Statement
- ❑ Click the check box to complete your certification
- ❑ Click “Continue Application” to proceed with your submittal



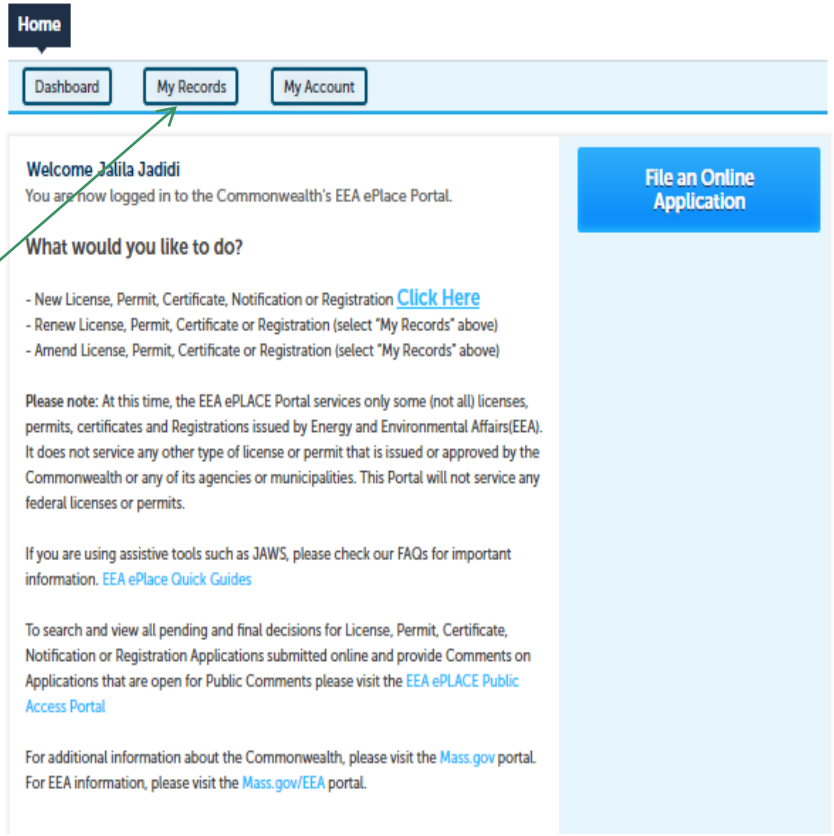
Step 6: Application Submitted

- When you submit your application, you will receive a Record ID so you can track the status of your application online
- Upon submission of your application please make sure to check your email for system notifications



To check the status of an application

- Log on to EEA ePlace portal
  - https://eplace.eea.mass.gov/citizenaccess
- Go to your “My Records” page in EEA ePLACE to see or track the status of an application



Questions?

For technical assistance:

- Contact the ePlace Help Desk Team at (844) 733-7522
- Or send an email to: ePLACE_helpdesk@state.ma.us

For business related questions, please visit the link below: https://www.mass.gov/how-to/ws-10-cross-connection-certification